

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH  
OFFICE OF DRUG CONTROL POLICY**

**CONTRACT TECHNICAL ADVISORY # 01**

**SUBJECT:** Local Advisory Council Guidelines

**ISSUED:** August 9, 1990, revised October 1, 2006

**PURPOSE:**

To provide guidelines regarding the structure and membership of the Local Advisory Council.

**SCOPE:**

This advisory applies to Substance Abuse Regional Coordinating Agencies (CAs).

**BACKGROUND:**

Section 6226 (3) of Public Act 368 of 1978 states that a "coordinating agency shall have a local advisory council consisting of representatives of public and private treatment and prevention programs and private citizens in accordance with the guidelines established by the Administrator".

**RECOMMENDATIONS:**

Purpose of the Council

Each local advisory council should:

- a. Seek to ensure the quality of services;
- b. Seek to ensure that the services made available through the CA are accessible and responsive to their community's needs, that services are available to all segments of the community, and that the services are comprehensive and delivered in a culturally competent manner;
- c. Provide a mechanism for efforts to expand and coordinate resources and activities with other agencies, community organizations and individuals to support the mission of the CA;
- d. Provide opportunity for public comment on matters relevant to substance abuse prevention and treatment within the community; and
- e. Provide their community a forum to discuss substance abuse services and problems throughout the service area.

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Each local advisory council may:

- a. Comment on the application and issuance and renewal of substance abuse services licenses, opportunities for comment may include web based means; and
- b. Review and comment not less than biannually on the progress and effectiveness of services in the region and resource development partnerships.

### Structure of the Council

The Advisory Council membership should include representation from the following sectors (not in any priority order):

- a. Public and private substance abuse prevention, treatment or recovery providers including representation from the CA provider panel;
- b. Individuals who are or have been directly served by substance abuse prevention, treatment, and recovery programs;
- c. Local agencies or other stakeholders such as law enforcement, education, related services agencies such as housing, employment assistance or other health and social services agencies including local foundations, United Way as well as advocacy-oriented agencies and organizations; and
- d. The general public, including civic organizations and the business community representing an interest in and willingness to advocate for prevention and treatment services for persons with, or at risk of substance use disorders.

### Administration of the Council

Membership is required to be representative of the diversity of the CA catchment area. CAs must seek to include representation from underserved populations.

Note: the CA governing board may also function as the Advisory Council so long as the duties and membership guidelines are met.

Information regarding the Advisory Council must initially be submitted with the CA's designation material to the Michigan Department of Community Health, Office of Drug Control Policy (MDCH/ODCP) and must be resubmitted as changes occur. The information submitted must include:

- a. Exact title of the council;

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- b. Membership roster including expiration dates of terms, place of residence, professional position and/or other pertinent information to reflect the groups represented;
- c. Method of selecting membership, including opportunities for new council members and average term duration not to exceed six years, unless an exception is approved by the state substance abuse authority (ODCP); and
- d. Council by-laws or charter.

The council by-laws or charter is expected to be approved by the Governing Board of the CA, and provide a process by which to reconcile differences between council and governing board in a manner reflective of the best interests of the community being served.

Alternative Method. In recognition that some CAs may satisfy the recommendations contained in this advisory through an alternative arrangement, the CA may request a waiver. A waiver request must provide sufficient information to demonstrate that the purpose of the Advisory Council will be met, that representation through alternative means satisfies the content of this guideline and that their governing board has approved the alternative method. Waiver approval of the alternative method by the state substance abuse authority (ODCP) is required.

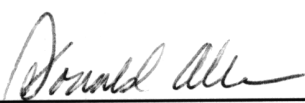
### Advisory Council Costs

Reasonable costs associated with the Advisory Council, or an approved alternative method that meets the intent and purpose of this advisory, will be considered eligible for MDCH/ODCP funding as contained in the annual allocation consistent with applicable Federal Office of Management and Budget (OMB) Circulars and general contract requirements. Members may be reimbursed for reasonable costs associated with meeting participation such as for example, mileage or meals when these are consistent with the policies of the CA with regard to reimbursement standards. State administered funds may not be used to reimburse employees of governmental or other agencies to the extent they receive reimbursement for the same expenses from their employers. State administered funds may not be used for payment of per diems for Advisory Council members. For these purposes, a per diem means a payment for meeting attendance.

### **REFERENCES:**

*Public Health Code*, MCL 1978 PA368, Article 6, Part 62, Section 333.6226, Michigan Legislature, 1977-1978 Legislative Session, Lansing, MI. (September 30, 1978)

**APPROVED BY:** \_\_\_\_\_

  
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Office of Drug Control Policy